

Seattle Permits

—part of a multi-departmental series on City services & permitting

Obtaining a Permit

Updated October 2020

Do I Need a Permit?

Certain operations and activities, including the storage and/or use of hazardous materials, require a permit from the Seattle Fire Department when those operations and activities are conducted in Seattle.

Permit Types

Temporary permits are issued for a variety of activities and operations that are conducted for a period not exceeding six months. These can include activities such as erecting tents and canopies, food vending, fairs and festivals, trade shows and exhibits, hot work on marine vessels, concerts, and construction site activities.

Annual operational permits are issued for assembly occupancies (churches, restaurants, event venues) and hazardous activities or operations that are conducted on an ongoing basis at either a fixed location or a variety of locations throughout the city.

To determine if you need a permit from SFD, visit the list of activities/materials requiring a permit: <https://www.seattle.gov/Documents/Departments/Fire/Business/ActivitiesRequiringaSFDPPermit.pdf>.

What Do I Need to Apply for a Permit?

You will need information about your activities, operations or materials including, if applicable, site maps or plans. For some hazardous material permits you may need to provide a Hazardous Materials Inventory Statement (HMIS) listing total quantity, concentration, hazardous components and Chemical Abstract Service (CAS) number. Download the HMIS form and user guide at: <http://www.seattle.gov/fire/business-services/permits#hazardousmaterial>.

How Do I Apply for a Permit?

Online

Permit applications can be downloaded, filled out and emailed to permits@seattle.gov. Permit fee payment can be made by mail with a check or over the phone with a credit card. Download permit applications at: www2.seattle.gov/fire/PermitSearch/

By mail

Applications can be downloaded, filled out and mailed in with the permit fee payment to: Seattle Fire Department, Fire Prevention Division—Permits, 220 Third Avenue South, 2nd Floor, Seattle, WA, 98104.

In person

Permit applications and payments may be submitted in person Monday through Friday, 8 a.m. to 4:30 p.m. at the Fire Prevention Division.

Payments

Permit payments can be made in person, by mail with check, or over the phone with a credit card. Acceptable payment forms are cash, check or credit card. Checks should be made payable to: City of Seattle.

How Do I Schedule an Inspection?

Temporary permits for storage and use of hazardous materials require an inspection from SFD before you can begin the permitted work. For example, welding and hot work on boats require an inspection before you begin the permitted work. If applicable, the permit application form will instruct you to request an inspection prior to commencing work. Please contact us at least 24 hours in advance to schedule the inspection—email us at permits@seattle.gov or call (206) 386-1450, Monday through Friday, 8 a.m. to 4:30 p.m.

For all other permits, you do not need to call SFD to set



up the inspection — this includes annual hazardous materials/operations permits, special events permits, and annual place of assembly permits. Instead, our inspectors will either contact you to arrange for a time to meet with you at the location, or we may conduct an unannounced inspection prior to permit issuance or after the permit has been issued to ensure that you are meeting permit conditions. Time sensitive permits (such as special events occurring in the near future or an installation permit related to a construction project) are given priority and other permit applications are typically inspected in the order they are received.

After you submit your application and payment, we will provide you with a receipt. If you have applied for an annual permit, you should post the receipt at the jobsite until an inspection has been conducted and we have issued you a permit. Once you receive the permit, please take down the receipt and post the permit and conditions. The responsible party for the permit is required to ensure that the permit conditions are followed.

How Can I Be Ready for the Inspection?

Before SFD conducts an inspection, all required equipment needs to be set up and the job site needs to be ready for work. Prior to issuing the permit, the SFD inspector will ensure that all permit conditions are met on site and determine if any additional or special conditions are needed.

In all cases, you will be notified in writing of any corrections that may be necessary before approval of the permit can be granted.

When Will I Receive My Permit?

Temporary permits will be signed and provided to you at the time of inspection. Annual permits will be processed, recorded and mailed to you by the Permit Unit Staff.

The status of a permit or application can be checked online: www2.seattle.gov/fire/permitStatus/.

Frequently Asked Questions

Please review our collection of customers' Frequently Asked Questions online: <http://www.seattle.gov/fire/business-services/permits>. You may also email us at permits@seattle.gov.

If you still have questions about the permit inspection

process, you may email the Special Hazards Section at SFD_FMO_SpecialHazards@seattle.gov or the Special Events Section at SFD_FMO_SpecialEvents@seattle.gov.